

High School Completion (Teen Parent Pilot Program)

Department of Education & Early Development – Program 14

I. PROGRAM OBJECTIVES

The objective of the program is to establish pilot projects under which persons of school age who are either pregnant or are parents could attend an alternative education program designed to meet their needs for day care, transportation, and education related to parenting, job skills, health and fitness.

II. PROGRAM PROCEDURES

Awards are made to qualifying districts based upon their response to requests for proposals issued by the Department.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Allowable costs and services are described in the request for proposal. Funds may be used for reasonable costs, which do not supplant existing school district efforts. Funds may not be used to expand facilities or instructional programs.

Suggested Audit Procedure

- Test transactions to determine whether expenditures are necessary and reasonable for the performance and administration of the program, and are authorized or not prohibited under the request for proposal and applicable statutes.

B. ELIGIBILITY

Compliance Requirement

All persons of school age who are either pregnant or are parents must be accepted into the project, including eligible persons from other areas of the state who are temporarily residing in the district in order to be near its specialized health facilities.

Suggested Audit Procedure

- Review and evaluate policies and procedures for ensuring eligibility compliance.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly and Final Performance Reports are required and must accompany the request for reimbursement for that period. Reimbursement requests must be submitted for processing at least quarterly using the DEED "Record and Report of Local Expenditures" form 165-05-176-17a and 165b.

Suggested Audit Procedures

- Review procedures for preparing reports and evaluate adequacy;
- Review a sampling of reports for completeness of submission;
- Trace data to the supporting documentation; and
- Evaluate adjustments for propriety.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The school district is required to submit information to assist the department in evaluating the extent to which a project meets the needs of its participants for day care, transportation, and education.

Suggested Audit Procedures

- Review procedures for preparing reports to evaluate adequacy;
- Trace data to the supporting documentation; and
- Review report for completeness.

Modified 5/00